



## Setup API Member for AutoElevate in ConnectWise Manage:

- In ConnectWise Manage - Go to **System->Members->API Members**
- Click on the “+” to add a new API Member
- Enter the following under the **Profile Section**:
  - o **Member ID** = AE
  - o **Member Name** = AE
- Enter the following under the **System Section**:
  - o **Role ID**= Admin
  - o **Level**= <pick a Level – i.e Corporate (Level 1)>
  - o **Name**= <pick a Name – i.e Corporate>
  - o **Location**= <pick a location – i.e. Tampa Office>
  
- Click the “**Save**” icon at the top
  
- After the new API Member is saved go to the “**API Keys**” tab (for the user) Click on the “+” to add a new API Keys
  - o Type “**AE**” for the description and click “**Save**” – \*\*\*\*\*DO NOT leave this tab/screen until you have screenshot of keys\*\*\*\*\* Once saved both public and private keys are displayed. **Take a screenshot of these keys** and document. (\*\*\*\*\*Once you exit this screen you will no longer be able to view the Private Key and the value will be permanently inaccessible.\*\*\*\*\*)
- Send the screenshot of the Public and Private Keys to [support@autoelevate.com](mailto:support@autoelevate.com) with a subject of ConnectWise API Member Setup.